



EMPLOYEE HANDBOOK

2017-2018

“Children First for a Brighter Future”

PREFACE

The explanations contained in this booklet are intended to provide information relating to our school system, including benefits. Most information provided for benefits is in summary form only. The policies set forth in this employee handbook are merely guidelines for the employee and are provided for informational purposes only. The employer is in no way bound, contractually or otherwise, to the rules, policies, and procedures contained herein and reserves the right to deviate from these guidelines without notice. This employee handbook in whole or in part does not create a written employment contract and does not modify the nature of your employment.

More detailed information may be found in the Policy Manual on the Halifax County Public Schools website (www.halifax.k12.va.us) or by calling the School Administration Offices at (434) 476-2171.

August 5, 2013; revised August 28, 2013; revised September 18, 2013; revised November 25, 2013; revised July 15, 2014; revised October 8, 2014; revised July 14, 2015; Revised December 15, 2015; Revised July 12, 2016; Revised July 10, 2017

TABLE OF CONTENTS

GENERAL INFORMATION

Table of Contents.....	3
Directory for Halifax County School Board	5
Directory for Central Administrators	6
Schools Directory	7
2017-2018 School Year Calendar	9
2017-2018 Central Office Job Responsibilities	11
Weather-Related School Closings and Delayed Openings	13

INFORMATION FOR ALL EMPLOYEES

Equal Employment Opportunities/Non-discrimination.....	16
Attachment 1 (Policy GB).....	28
Prohibition Against Harassment and Retaliation	16
Attachment 2 (Policy GBA/JFHA)	34
Sexual Harassment.....	16
Prohibited Relationships with Students	17
Criminal Record Checks	17
Drug and Alcohol Testing All Employees	17
Drug-Free Workplace.....	18
Use of Tobacco Products	18
Self-Reporting Charge/Arrest Conviction	18
Internet Acceptable Use by Employees	19
Weapons on Campus.....	19
Compliance with Board Policy.....	20
Employee Professionalism/Confidentiality	20
Employee Professionalism/Chain of Command	21
Employee Professionalism/Social Networking	21
Code of Ethics and Standards of Conduct	21
Employee Dress Code	22
Identifying and Reporting Child Abuse and Neglect/Reporting Information to Outside Agencies	22
Restraint and Seclusion of students.....	23
Infinite Campus and Grading Guidelines	20
License/Certification Renewal	23
Changes in Employment Records.....	23
Employment of Personnel.....	23
Performance Improvement Plan (PIP)	24
Transfer Request	24
Employment of Homebound Instructors	24
Advertising Vacancies.....	24
Employment of Relatives	24
Personnel Files	24
Reduction in Force.....	25

Employee Grievances	25
Recognition	25

LEAVE

Annual Leave (Vacation).....	25
Personal Leave.....	25
Sick Leave/Family Medical Leave (FMLA)	25
Employee Rights and Responsibilities under the Family and Medical Leave Act.....	43
Sick Leave Bank.....	26

BENEFITS FOR ALL EMPLOYEES

Health Insurance	26
Employee Assistance Program (EAP).....	26
Tuition Assistance	26
Dental/Vision Insurance	26
Flexible Benefits Plan.....	26
Life Insurance	27
Retirement.....	27
Social Security.....	27
Tax-Sheltered Annuities 403(B).....	27
Payroll/Benefits Information	27
Optional Payroll Deductions	27

**HALIFAX COUNTY SCHOOL BOARD
2017**

Mrs. Karen G. Hopkins, Chairman
7051 Hunting Creek Road
Nathalie, VA 24577
454-7346 (home), 736-2096 (work), 572-7424 (cell), email khopkins@halifax.k12.va.us

District #2 (2017 election)
Elected: 11/3/09, re-elected 11/5/13
Term expires: 12/31/17

Mr. Orey T. Hill, Vice-Chairman
5150 Volens Road
Nathalie, VA 24577
349-1240 (home), 579-3820 (cell), email ohill@halifax.k12.va.us or orey.hill@vdot.va.gov

District #1 (2019 election)
Elected: 11/3/15
Term expires: 12/31/19

Mr. Freddie M. Edmunds
1200 King Village Trl.
Halifax, VA 24558
575-9111 (home), email fedmunds@halifax.k12.va.us or fsdf@embarqmail.com

District #5 (2019 election)
Elected: 11/3/15
Term expires: 12/31/19

Mrs. Kimberly T. Farson
1130 Waltman Trail
Vernon Hill, VA 24597
476-6907 (home), 579-2822 (work), 579-2822 (cell), email kfarson@halifax.k12.va.us

District #3 (2017 election)
Elected: 11/3/09, re-elected 11/5/13
Term expires: 12/31/17

Mr. Joe Gasperini
2607 Halifax Road
South Boston, VA 24592
575-1438 (home), 572-4544 (work), 222-6222 (cell), email jgasperini@halifax.k12.va.us or joe@brinfinancial.com
Also elected 11/6/07 for term of 1/1/08-12/31/11

District #4 (2019 election)
Elected: 11/3/15
Term expires: 12/31/19

Mr. Walter C. Potts, Jr.
201 Wildflower Drive
South Boston, VA 24592
575-7579 (home), 470-7579 (cell), email wpotts@halifax.k12.va.us
Also appointed as Member-At-Large from 7/1/90-12/31/95

District #8 (2019 election)
Elected: 11/6/07, re-elected 11/8/11, 11/3/15
Term expires: 12/31/19

Mrs. R. H. "Fay" Satterfield
5029 Old Cluster Springs Road
South Boston, VA 24592
572-9226 (home), 572-0609 (cell), email fsatterfield@halifax.k12.va.us

District #6 (2017 election)
Elected: 11/3/09, re-elected 11/8/13
Term expires: 12/31/17

Mr. Monty G. Lowery
5092 Ramble Road
Virgilina, VA 24598
579-7581 (cell), email mlowery@halifax.k12.va.us

District #7 (2017 election)
Appointed by board: 3/23/17
Term expires: 12/31/17

Revised 4/10/17

HALIFAX COUNTY PUBLIC SCHOOLS

P. O. Box 1849
Halifax, VA 24558
434-476-2171
434-476-1858 fax

Central Administrators

Dr. Mark Y. Lineburg, Superintendent of Schools

Mrs. Valdivia T. Hall, Assistant Superintendent

Mr. Jason H. (Jay) Camp, Director of Finance

Mr. Jeffrey L. Davis, Director of Special Education

Dr. K. Jeanie Hawks, Director of Instructional Technology/Division Testing

Mr. James F. (Jay) Jennings, Jr., Director of Operations and Maintenance

Mrs. Lisa M. Long, Director of Elementary Instruction/Professional Development

Mr. Robert D. (Frosty) Owens, Director of Student Services/Accountability

Ms. Faye O. Bruce, Supervisor of Alternative Education/STEM Academy

Mrs. Pamela M. Eakes, Supervisor of Federal Programs/Gifted Education

Mr. Dwight E. Elam, Supervisor of Transportation

Mrs. Karla D. Gravitt, Supervisor of Secondary Instruction

VACANT, Division Truancy/Discipline Officer

Mr. Sherman LaPrade, Assistant Division Truancy/Discipline Officer/Special
Education Support

Mr. Keith A. McDowell, Transportation Assistant

Mrs. Donna H. Henderson, Business Manager

Mrs. Gwen T. Nunn, School Food Services Liaison

Mrs. Lori E. Hale, Sodexo General Manager for HCPS School Food Services

School Directory

Clays Mill Elementary 1011 Clays Mill School Drive, Scottsburg, VA 24589

(434) 476-3022

(434) 476-1891 (FAX)

David Duffer Principal

Martha "Jo" Powell Secretary

Cluster Springs Elementary 7091 Huell Matthews Hwy., Alton, VA 24520

(434) 517-2600

(434) 517-2610 (FAX)

Catherine Glass Principal

Kacey Whitt Associate

Patricia Bradshaw Secretary

Debbie Dunavant Secretary

Tammy Wooding Secretary

Meadville Elementary 1011 Meadville School Loop, Nathalie, VA 24577

(434) 349-1012

(434) 349-5619 (FAX)

Kevin Neal Principal

Phyllis Epps Secretary

Scottsburg Elementary 1010 Scottsburg School Trail, Scottsburg, VA 24589

(434) 454-6454

(434) 454-1210 (FAX)

Sherry Cowan Principal

Donna Terry Secretary

Sinai Elementary 1011 Sinai Elementary Drive, Halifax, VA 24558

(434) 476-6193

(434) 476-5478 (FAX)

Dawn Miller Principal

Sandra Oakes Secretary

South Boston Elementary 2320 Parker Avenue, South Boston, VA 24592

(434) 517-2620

(434) 517-2630 (FAX)

Dennis Seamster Principal

Stephanie Watts Associate

JaDalyn Smith Secretary

Carolyn Glass Secretary

Karen Smith Secretary

Sydnor Jennings Elementary 1011 Sydnor Jennings Road, Nathalie, VA 24577
(434) 349-1013
(434) 349-1076 (FAX)
Linda Owen Principal
Rhonda McFadden Secretary

Halifax County Middle School 1011 Middle School Circle, South Boston, VA 24592
(434) 572-4100
(434) 572-4106 (FAX)
Magie Wilkerson Principal
TBA Associate
Gwendolyn Smith-Mangum Assistant
Thomas Foster Assistant
Roxanne Rice Secretary

Halifax County High School PO Box 310, South Boston, VA 24592
(434) 572-4977
(434) 572-2675 (FAX)
Michael Lewis Principal
Kelvin Davis Associate
Martha Chandler Assistant
Frank Shealy Assistant
Jennifer Cole Assistant
Debbie Ingram Secretary

Halifax County STEM Academy PO Box 1849, Halifax, VA 24558
(434) 476-5515
(434) 476-5527 (FAX)
Faye Bruce Supervisor of Alternative Education/STEM Academy
David Riddle Lead Teacher
LaWanda King Secretary

Cluster Springs Early Learning Center 1011 Cluster Springs Elem. Road, South Boston, VA 24592
(434) 572-4121
(434) 572-4682 (FAX)
Priscilla Price Coordinator
Susan Scarce Secretary

South Boston Early Learning Center 1927 Jeffress Blvd., South Boston, VA 24592
(434) 572-4273
(434) 572-4275 (FAX)
Priscilla Price Coordinator
Luanna Jordan Secretary

2017-2018 SCHOOL YEAR CALENDAR

AUGUST '17

S	M	T	W	Th	F	S
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

31-1 New Teacher Orientation/Workday
 2-8 Teacher Workdays
 4 Prof. Dev. Day
 3 Open House- HS/MS
 7 Open House –Elementary
 9 First Day of School
 11 Scheduled workdays
 7 Unassigned Workdays @ principal's discretion
 2 Flex days

FEBRUARY '18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

2 Professional Development Day
 7 End 3rd 9-Weeks Interim
 8 Early Dismissal @ 1:00 p.m.
 Parent/Teacher Conference – HS/MS 1:30 p.m. – 6:00 p.m.
 13 Interim Reports Issued
 19 President's Day – Holiday

SEPTEMBER '17

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day – Holiday
 11 End 1st 9-Weeks Interim
 13 Early Dismissal @ 1:00 p.m.
 Parent/Teacher Conference – HS/MS 1:30 p.m. – 6:00 p.m.
 15 Interim Reports Issued

MARCH '18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13 End 3rd 9-Weeks
 15 Early Dismissal @ 1:00 p.m.
 Parent/Teacher Conference – Elem. 1:30 p.m. – 6:00 p.m.
 15 Kindergarten Registration
 16 Teacher Workday/ Professional Development
 21 Report Cards Issued

OCTOBER '17

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 Fall Break - Columbus Day
 12 End 1st 9-Weeks
 12 Early Dismissal @ 1:00 p.m.
 Parent/Teacher Conference – Elem. 1:30 p.m. – 6:00 p.m.
 18 Report Cards Issued

APRIL '18

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-6 Spring Break
 20 End 4th 9-Weeks Interim
 Early Dismissal @ 1:00 p.m.
 Teacher Work afternoon 1:00 p.m. – 3:30 p.m.
 26 Interim Reports Issued

NOVEMBER '17

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 (Student Holiday Teacher Workday/Pro. Dev.)
 15 End 2nd 9-Weeks Interim
 21 Interim Reports Issued
 21 Early Dismissal @ 1:00 p.m.
 22-24 Thanksgiving Holiday

MAY '18

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 End 2nd Semester Report Cards Issued
 Early Dismissal @ 11:30 a.m.
 Teacher Work afternoon 11:30 – 3:30 pm.
 24 Teacher Workday
 26 Graduation
 28 Memorial Day

DECEMBER '17

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 End 1st Semester Early Dismissal @ 11:30 a.m.
 Teacher Work afternoon 11:30 p.m. - 3:30 p.m.
 21-29 Winter Break

JUNE '18

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days missed beyond 10 will be addressed by school board

JANUARY '18

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 New Year's - Holiday
 2 Teacher Workday
 3 Professional Development (HCHS-Teacher Workday)
 4 First Day – 2nd Semester Report Cards Issued
 12 Lee-Jackson - Holiday
 15 Martin Luther King, Jr. – Holiday

JULY '18

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Key:
 1st Day of Semester
 Breaks & Holidays
 Teacher Workdays/Pro. Dev.
 Parent/Teacher Conference
 Early Dismissal Days
 Interims & Report Cards



2017-2018 Calendar Summary

Student Holidays

Labor Day: September 4, 2017

Columbus Day: October 9, 2017

Thanksgiving: November 22-24, 2017

Winter Break: December 21-29, 2017 (Christmas: December 25)

New Year's Holiday: January 1, 2018 (New Year's Day: January 1)

Lee-Jackson: January 12, 2018

Dr. Martin Luther King, Jr.: January 15, 2018

President's Day: February 19, 2018

Spring Break: April 2-6, 2018 (Easter: April 1)

Planning/Professional Development Days (Students do not attend)

(8:00 a.m.-3:30 p.m. for teachers)

New Teachers Only (July 31-August 1, 2017)

Professional Development (August 4, 2017, November 10, 2017, January 3, 2018, February 2, 2018, and March 16, 2018)

Teacher Workdays (August 2-8, 2017, January 2-3, 2018, and May 24, 2018)

Teacher Work afternoon (September 13, 2017, October 12, 2017, December 20, 2017, February 8, 2018, March 15, 2018, April 20, 2018, and May 23, 2018)

Parent/Teacher Conferences

(1:30 p.m. – 6:00 p.m.)

September 13, 2017 - HS/MS

October 12, 2017 - Elementary

February 8, 2018 - HS/MS

March 15, 2018 - Elementary

Early Dismissal Days

September 13, 2017 (1:00 p.m.)

October 12, 2017 (1:00 p.m.)

November 21, 2017 (1:00 p.m.)

December 20, 2017 (11:30 a.m.)

February 8, 2018 (1:00 p.m.)

March 15, 2018 (1:00 p.m.)

April 20, 2018 (1:00 p.m.)

May 23, 2018 (11:30 a.m.)

Interims & Report Cards Issued

First Quarter

September 15, 2017 (interim)

October 18, 2017 (report card)

Second Quarter

November 21, 2017 (interim)

January 4, 2018 (report card)

Third Quarter

February 13, 2018 (interim)

March 21, 2018 (report card)

Fourth Quarter

April 26, 2018 (interim)

May 23, 2018 (report card)

Halifax County High School Graduation

May 26, 2018

Kindergarten Registration

March 15, 2018

Halifax County Public Schools Central Office
Job Responsibilities 2017-2018

Job Responsibility	Person Responsible
21st Century Grants	Pam Eakes
Accountability	Frosty Owens
Adult Education/GED	Faye Bruce
Alternative Education/New Beginnings	Faye Bruce
Athletics	Karla Gravitt
Benefits-Employee	Jay Camp
Book Challenges	Karla Gravitt/Lisa Long
Budget Analysis	Jay Camp
Calendar - Academic Year	Lisa Long
Calendar - Preschool work days	Lisa Long
Capital Plan	Jay Jennings
Career Technical Education	Karla Gravitt
Cell phone Contracts	Jay Camp
Census	Frosty Owens
Centerbased	Faye Bruce
Character Education	Lisa Long
Code of Student Conduct & Parent Notifications	Frosty Owens
Discipline - Due Process/Reporting	Frosty Owens
Disposal of Records/Library of Virginia	Jay Jennings
Disposal of Surplus Equipment	Jay Jennings
Division Evaluation Documents/Forms	Lisa Long
Drug/Gang Taskforce	Frosty Owens
DSS Investigations	Frosty Owens
Education Foundation	Larry Clark
Elementary Coaches	Lisa Long
Employee Grievances	Valdivia Hall
Employee Handbook	Valdivia Hall
Energy Conservation Efforts	Jay Jennings
English Language Learners (ELL)	Pam Eakes
Evaluation-Classified	Valdivia Hall
Evaluation-Teachers	Karla Gravitt/Lisa Long
Family Life	Karla Gravitt/Lisa Long
Field Trips	Dwight Elam
Food Service	Gwen Nunn
Form - Leave (sick, vacation, personal)	Valdivia Hall
Foster Care	Lisa Long
Fundraisers	Karla Gravitt/Lisa Long
Gifted Education	Pam Eakes
Grants - Competitive	Lisa Long
Grants - Federal	Pam Eakes
Grants - Special Education	Jeff Davis
Guidance	Karla Gravitt/Lisa Long
Health Advisory	Jeff Davis
Home School/Religious Exemptions	Pam Eakes
Homebound Instruction	Faye Bruce
Homeless Education	Pam Eakes
Human Resources	Valdivia Hall
IC Messenger	Jeanie Hawks
Indistar	Pam Eakes
Infinite Campus	Jeanie Hawks

Instruction-Elementary	Lisa Long
Instruction-Secondary	Karla Gravitt
Instructional Technology Resource Teachers (ITRT)	Jeanie Hawks
Interactive Achievement	Jeanie Hawks
Job Fair	Valdivia Hall
Library	Karla Gravitt/Lisa Long
Maintenance	Jay Jennings
MyLearning Plan/OASYS	Lisa Long
New Teacher/Mentor Program	Lisa Long
Out of Zone/Non-Resident Student Review	Frosty Owens
Policy Review	Valdivia Hall
Positive Behavioral Interventions and Supports (PBIS)	Faye Bruce
Preschool	Pam Eakes
Priority and Focus Schools	Pam Eakes
Professional Development	Lisa Long
Public Relations	Valdivia Hall
Recertification	Valdivia Hall
Recognition (retirement, yrs. of services)	Valdivia Hall
SACS Review	Karla Gravitt
Safe School Surveys/Audits Dept. Crim. Justice	Frosty Owens
School Nursing Services	Jeff Davis
Section 504	Pam Eakes
Special Education - Early Childhood	Jeff Davis
STEM Center	Faye Bruce
Student Information System Certification	Frosty Owens
Student Placements with behavioral/academic concerns	Frosty Owens
Student Record Collection Certification	Frosty Owens
Student Teacher placements	Lisa Long
Substitutes	Valdivia Hall
Summer School-Elem.	Lisa Long
Summer School-Sec.	Karla Gravitt
Suspension Appeals	Frosty Owens
Teacher of the Year	Valdivia Hall
Technology	Jeanie Hawks
Testing (SOLs, PALS, etc.)	Jeanie Hawks
Textbooks	Karla Gravitt/Lisa Long
Title I	Pam Eakes
Title II et.al.	Valdivia Hall
Title VI Rural Education	Valdivia Hall
Transportation	Dwight Elam
Truancy	TBA/Sherman LaPrade
Tuition Assistance	Valdivia Hall
Virginia High School League	Karla Gravitt
Virginia Tiered System of Supports (VTSS)	Lisa Long
Volunteers	Valdivia Hall
Website Updates	Charlie McEntyre
Wellness Related Fitness Survey Certification	Frosty Owens

WEATHER-RELATED SCHOOL CLOSINGS AND DELAYED OPENINGS

Every year the Superintendent of Schools releases a memo regarding 'Emergency Guidelines for Delayed Opening and Closing of Schools and the Central Offices. This memo outlines the school and office delayed opening and closing guidelines in emergency situations, including inclement weather conditions. Directions for employee reporting with school closings and any change in school hours are included for all positions.

When emergency weather conditions exist or a winter storm results in snow, sleet or ice on the roads of the area, we must sometimes close or delay school. The safety of the student is the primary consideration in any such decision.

HOW THE DECISION IS MADE

If conditions are doubtful, the administrator on duty notifies those who have been designated to check roads. These individuals check different sections of the county. After road conditions have been determined, the superintendent and her staff make the decision whether to close or delay school for that day.

The Supervisor of Transportation, or his designee, will be in charge of monitoring weather forecasts and conditions during winter months and contacting the snow watch team to check roads when conditions become questionable. Snow watch team members are typically contacted by 4:30 a.m., if conditions warrant, or immediately if conditions change before school.

The following snow watch team members are assigned to check the areas listed:

NAME	AREAS TO CHECK
Mr. Dwight Elam	Meadville, Vernon Hill, Sinai, Clover, Scottsburg, Nathalie (East)
Mr. Timothy Whitmore, Jr.	Alton, Turbeville
Mr. Jonathan Medley	Volens, Cody, Nathalie (West)
Mr. Keith McDowell	Cluster Springs, Virgilina
Mr. Jay Jennings	South Boston

Snow watch team members shall report conditions found to the Supervisor of Transportation and a decision shall be made on school cancellation or delay. Every effort shall be made to make a decision by 6:00 a.m. in order to call the Superintendent with a recommendation. In addition, cancellations should be made the evening prior to the day of school, if conditions warrant. The Director of Operations and Maintenance will notify designated television and radio stations once the decision has been approved by the Superintendent of Schools.

Snow watch team members assigned to check roads may be asked to check specific areas of roads, if snow or sleet begins falling, during the school day. They will report on road conditions as would be done during the early morning hours.

The same team member may also be asked to check roads on Sunday, in regard to opening of schools.

The Supervisor of Transportation, and the Transportation Assistant will check weather reports, check with adjoining divisions concerning conditions in each area, check with the sheriff's department and Virginia Department of Transportation in regard to local conditions.

HOW THE DECISION IS ANNOUNCED

A decision to close school or delay will be announced on the following radio and television stations as soon as a decision is made:

WDBJ-Channel 7	WFXR-Channel 27
WSLS-Channel 10	WSBV-AM-1560
WSET-Channel 13	WBTV-AM-1330
WAKG-FM-103.3	WHLF-FM-95.3
WJPR-Channel 21	WRXO-AM-1430

You will receive a phone call through the Alert Now telephone messaging system and the information will be placed on our web page, www.halifax.k12.va.us.

Individuals should not call school officials or radio or television stations as this may tie up telephone lines and prevent school officials from reaching the radio and television stations with the announcement.

Television stations and some radio stations will not announce a decision that school will reopen. Therefore, after schools have been closed a decision to reopen will be announced as soon as it is made on those radio stations that make such announcements, through the use of the Alert Now telephone messaging system, and on the school division web page, www.halifax.k12.va.us.

DELAYED OPENING

Sometimes, if conditions are uncertain, either a one-hour or a two-hour delay will be announced. This delay will allow more time to determine what the weather will do or may be used when road conditions are marginal to gain daylight and allow conditions to improve.

When schools open one hour late, teachers* and staff report one hour late.**

When schools open two hours late, teachers* and staff report two hours late.**

EARLY CLOSING

If weather conditions deteriorate during the day, a decision may be made to close early. The decision will be based on checking actual road conditions and weather forecasts. A decision to close early will be announced as soon as it is made.

When there is an early release due to bad weather, teachers* may leave 30 minutes after pupils with offices closing 60 minutes after teachers have left.

OFFICE HOURS

When schools are closed due to bad weather, school offices are open on a regular schedule unless one of the following specific announcements is made:

- a. CODE 1 – School offices will open one hour late.
- b. CODE 2 – School offices will open two hours late.
- c. CODE 3 – Schools are closed. All twelve-month employees are expected to report to work.
- d. CODE 4 – Schools and all offices are closed.

When schools are closed due to bad weather, but offices are open, twelve-month employees are expected to report to work; custodial schedules on bad weather days are to be determined in advanced by building principals. Snow removal from sidewalks is the responsibility of building principals and custodians; snow removal from bus lots and faculty parking areas is the responsibility of the maintenance department.

VARYING CONDITIONS

Because of the large geographical area, road conditions may be hazardous in one part of the county and not in others. If schools should be closed when roads are clear in your area, please keep in mind that road conditions may be unsafe for school buses in other sections of the county.

*“teachers” includes classroom teachers, instructional aides, P.E. aides, computer lab managers and school nurses

**“staff” includes administrators, secretaries, custodians, maintenance personnel and school transportation system employees with the exception of car and bus drivers who adjust their schedules accordingly. Food service employees are to report to work as follows:

When schools open two hours late, food service employees who are scheduled to report to work at 7:00 a.m. or 7:30 a.m. may report at 8:00 a.m. If schools open one hour late, food service workers report at their regular time.

EQUAL EMPLOYMENT OPPORTUNITIES/NON-DISCRIMINATION

The Halifax County Public Schools Board of Education is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, disability or national origin. The school system is committed to providing a workplace which reflects the racial, gender and cultural diversity of our county and the children we serve. We are dedicated to equality of opportunity. The school system will make reasonable accommodations upon request to enable any employee with a disability to perform essential job functions. See attachment 1 (Policy GB).

PROHIBITION AGAINST HARASSMENT AND RETALIATION

The Halifax County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the board prohibits harassment against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Halifax County School Board is an equal opportunity employer. See attachment 2 (policy GBA-JFHA).

SEXUAL HARASSMENT

The Board of Education believes that all employees and students are entitled to work and study in environments that are free of sexual harassment. To this end, the Board prohibits employees and students from engaging in sexual harassment and advises employees and students, that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including dismissal (for employees) and suspension (for students).

Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; or the display in the workplace or school setting of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient or social interactions or relations freely entered into by an employee or prospective employee or appropriate social interactions between students that do not violate the Code of Student Conduct.

It is possible for sexual harassment to occur at various levels: between peers or co-workers, between supervisors and subordinates, between employees and students, between students or imposed by non-employees on employees and/or students.

Romantic or sexual advances toward students by employees or romantic or sexual relationships between school system employees and students are never appropriate, whether they are consensual or non-consensual or otherwise outside the definition of sexual harassment. Such relationships are prohibited. Employees engaging in inappropriate relationships with students, or who fail to report such relationships to the Superintendent, will be subject to disciplinary action, up to and including dismissal.

Any employee who has knowledge of conduct or circumstances that may constitute sexual harassment must report such to the principal, designee or supervisor. All complaints of sexual harassment shall be promptly and thoroughly investigated. Any employee who receives from a student a report (oral or written) of alleged sexual harassment shall immediately report the same to the school principal, and the principal shall promptly inform the Superintendent of the allegations. Failure by the employee to do so may subject the employee to disciplinary action.

Any employee who believes that he/she has suffered harassment may report the matter in writing to the Superintendent or Assistant Superintendent of Human Resource Department.

PROHIBITED RELATIONSHIPS WITH STUDENTS

All employees, volunteers and student teachers of Halifax County Public Schools System are prohibited from entering into a romantic or sexual relationship with any student while enrolled in Halifax County Public Schools, regardless of the student's age and regardless of whether the involvement is consensual. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal.

Any employee who has reason to believe that another employee is inappropriately involved with a student as described above, shall report this information to the Human Resources Department. Any employee who fails to inform the Human Resources Department of a reported or suspected inappropriate relationship between an employee and a student may be subject to disciplinary action.

CRIMINAL RECORD CHECKS

The Halifax County Public Schools School Board believes that a safe and secure learning and working environment should be provided for all students and staff. The Board further believes that employees should be role models for students and should positively represent Halifax County Public Schools in the community. These beliefs reflect the fundamental principle that anyone who directly or indirectly has contact with children is in a unique position of trust in this society. Criminal dispositions against an applicant or employee may have an impact upon these goals and will be considered in hiring and dismissal decisions.

All applicants must consent to criminal record checks as a condition of consideration for employment. Such consent shall include consent for criminal record checks that may take place after employment. Criminal record checks will be conducted on all newly hired employees, including substitutes. All new employees will be hired conditional upon the review of the individual's criminal record, and the employee shall be considered a conditional employee until final approval.

DRUG AND ALCOHOL TESTING ALL EMPLOYEES

As an employer, Halifax County Public Schools is committed to provide, within its means, a healthy and safe environment and the best possible services to the students. The administration is also committed to maintaining the public's confidence in its employees and to protecting the school system from the economic losses that can occur because of alcohol and drug abuse.

The purpose of drug and alcohol testing is to promote and maintain a drug-free environment in the workplace and to protect employees, students and the public by ensuring that employees of the Board are physically and mentally fit to perform their assigned duties. Employees are expected and required to perform their duties safely and effectively throughout the workday. When there are reasonable grounds to believe that an employee is in violation of the Board's Drug-Free Workplace Policy, the Superintendent may require that the employee be referred to the Employee Assistance Program (EAP) and may be required to submit to a medical examination including a drug or alcohol assessment.

All applicants for bus driver, bus mechanic or other transportation positions which require that the employee has a valid CDL license will be required to submit to a drug assessment prior to final consideration for employment. Once employed, the employee will be subject to drug and alcohol testing during employment under the guidelines set forth in Board policy and the Omnibus Transportation Employee Testing Act.

DRUG-FREE WORKPLACE

It is the policy of the Halifax County Public Schools Board of Education that a drug-free workplace shall be maintained. The Board prohibits the unlawful manufacture, transmission, conspiring to transmit, possession, use, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, counterfeit drug, alcohol, other intoxicants of any kind or any other controlled substance. The Board prohibits the possession, use, transmission or conspiring to transmit drug paraphernalia. In addition, no employee shall be impaired by the excessive use of prescription or nonprescription drugs. Employees must not operate equipment while taking prescription drugs that impair/limit their ability to do so.

USE OF TOBACCO PRODUCTS

The Board of Education recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors and school facilities. The Board also acknowledges that adult employees serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote a healthy learning and working environment, free from unwanted smoke, for the students, employees and visitors in the school system.

No employee or visitor shall be permitted under any circumstances to use tobacco products in or on the grounds of any facility owned or leased or contracted for by Halifax County Public Schools.

For the purposes of this policy, tobacco product is defined to include cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.

SELF-REPORTING CHARGE/ARREST CONVICTION

The Board of Education of Halifax County insists upon maintaining a safe environment for its students and employees. Because employees occasionally are subject to criminal sanctions for conduct both on and off duty as a result of violating local, state, and/or federal laws, Halifax County Public Schools must be informed of all such

charges, arrests, and convictions in order to assess each individual situation and maintain safety for all parties involved. It is, therefore, mandatory that each employee self-reports all charges, arrests, and convictions.

An employee, whether full-time or part-time, probationary or non-probationary, or employed in a temporary or seasonal capacity (i.e. substitute teacher, substitute custodian, emergency coach), shall report the following charges, arrests, or convictions to Human Resources.

- a. Charges, arrests, and convictions (or the equivalent in any jurisdiction) to be reported:
 1. Crimes against person(s) which puts a person(s) at risk
 2. Crimes of a sexual nature
 3. Crimes involving weapons
 4. Crimes involving drugs
 5. Crimes against property
 6. Crimes involving religious and ethnic matters (hate crimes)
 7. Crimes involving money/fiscal matters
 8. Crimes involving animal cruelty

- b. Criminal Traffic Violations to be reported:
 1. Driving under the influence of alcohol (DUI)*
 2. Driving while impaired by alcohol (DWI)*
 3. Driving while impaired by alcohol and drugs*
 4. Driving while impaired by controlled substances*
 5. Driving with a suspended/revoked license
 6. Driving uninsured
 7. Driving while not licensed
 8. Leaving the scene of an accident (hit and run)
 9. Reckless driving
 10. Negligent driving
 11. Fraudulent use of a license
 12. Failure to remain at scene of accident involving bodily injury
 13. Failure of driver to stop after unattended vehicle damage
 14. Manslaughter by automobile
 15. Fleeing from or attempting to elude police officers

INTERNET ACCEPTABLE USE BY EMPLOYEES

The Halifax County Public Schools' computer resources are intended to be used for business purposes only. These computer resources are not to be considered a substitute for an employee's personal home computer and/or Internet connection. All electronic data files stored or transmitted on Halifax County Public Schools' computer resources are considered Halifax County Public Schools' records. As a condition of initial and continued employment, all employees shall sign a statement indicating that they understand and will strictly comply with this Acceptable Use policy.

WEAPONS ON CAMPUS

The Board of Education practices zero tolerance with respect to weapons on school property. Any person who in violation of state law brings a firearm or other weapons onto school property, possesses a weapon on school property, or encourages or

enables another to bring or possess any weapon on school property will be reported to law enforcement authorities. Possession of a concealed handgun permit does not authorize the holder to carry a weapon on school property. For the purpose of this policy, school property includes any public school building, bus, public school campus, grounds, recreational area or athletic field.

COMPLIANCE WITH BOARD POLICY

It is the responsibility of all employees to familiarize themselves with the printed policies of the Board. Employees will be held accountable for compliance with those policies and will be apprised of any revisions by the supervisor.

INFINITE CAMPUS AND GRADING GUIDELINES

All teachers must use Infinite Campus (IC) for calculation of grades. Parents have constant access to the student's grades and assignments through Campus Portal. It is important that grades and assignments are recorded on a regular basis. Assignments should be posted in IC prior to the due date. Major assignments (tests, projects, research papers, etc.) should be posted in IC at least 10 days prior to the due date.

1. Computing the Nine-Weeks Grade

Elementary and Middle School

- a. Academics – 40% - Test/Projects – a minimum of three grades from the test/project category
- b. Classwork – 50% - (includes quizzes, etc.)
- c. Homework – 10%
- d. Related-Arts: 50% - Participation and 50% - Additional Course Requirements (Middle School only)

High School

- a. High School Academic: 67% - Tests and 33% - Classwork/Homework.
- b. High School Vocational: 33% - Tests and 67% - Classwork/Homework.

2. Comments are required on interims and report cards for any student receiving a D or F.

3. Grade Reporting Procedures - Each teacher's grade book must document a minimum of 12 graded assignments for each grading period. Kindergarten through third grade teachers must document a minimum of 9 graded assignments for each grading period for Science and Social Studies. Grades should be recorded in each category. Three grades should be from major assignments such as chapter tests, unit tests, or projects. Grades are to be recorded within 3 days after an assignment is due, unless it is a major project or assignment. A parent or guardian's signature on an assignment cannot be counted as a grade.

EMPLOYEE PROFESSIONALISM/CONFIDENTIALITY

Employees may have access to confidential information – oral, written or computer-generated about other employees, students, or their families.

Staff members agree to the following:

- The right to enter or make use of confidential information is restricted to the need to know the data or information to perform job responsibilities. Confidential information will not be discussed in public areas, hallways, gathering spaces, etc.
- All confidential information will be utilized only for the benefit of the employees or students or in performance of job responsibilities.

Violation of the confidentiality clause may result in disciplinary action, up to and including termination.

EMPLOYEE PROFESSIONALISM (Standard 6-Professional Employees)/CHAIN OF COMMAND

Professional behavior includes following the appropriate chain of command. When employees frequently ignore a "chain of command," it can affect the overall morale and efficiency of an organization. An established chain of command creates an environment to effectively communicate with others in a fair and appropriate manner. It also establishes a procedure for handling problems directly with the individuals involved. For example, when a teacher communicates a problem to a central office supervisor rather than working directly with the principal to see if the problem can be worked out at the school-based level, a proper chain of command has not been followed. Another example of an inappropriate interaction would be if a custodian contacted the assistant superintendent with a problem, rather than working directly with the supervisor within the school.

It is never appropriate to voice your concerns in a public forum without following a proper channel of professional behavior. When employees treat each other with respect and follow a professional standard for working with each other, everyone benefits.

EMPLOYEE PROFESSIONALISM/SOCIAL NETWORKING

All employees are expected to know and are responsible for observing federal and state laws as well as the School Board's policies and regulations pertinent to their work activities. Accordingly, employee use of social networking found to be in violation of one or more HCPS policies, regulations or procedures and/or in violation of any applicable state or federal law may result in disciplinary action, up to and including termination. (See School Board Policies GAB-R/IIBEA-R.)

CODE OF ETHICS AND STANDARDS OF CONDUCT

Each employee is responsible for both integrity and the consequences of his or her actions. Each employee must exhibit the highest standards of honesty, integrity and fairness. Employee conduct should be such as to protect the person's integrity and/or reputation and that of the school system. Employees shall perform their jobs in a competent and ethical manner without violating the public trust or applicable laws, policies and regulations.

EMPLOYEE DRESS CODE

The Halifax County School Board recognizes its employees as highly skilled professionals who have a unique role in the community as they interact with students, parents, and the community at large. Employees have a tremendous opportunity to set the tone and establish an environment which encourages learning and fosters respect for everyone. Employees are role models not only in their words and actions but also in their dress. The dress code defines consistent parameters of employee dress and provides a basis for determining appropriateness in order to maintain dignity and respect from the students and the community. Employees are expected to be in compliance with the student dress code as defined in the Halifax County *Code of Student Conduct and Parent Notifications* at all times.

The manner and dress of employees shall be business casual. Cleanliness and neatness are expected at all times. Responsibility for acceptable dress rests primarily with the employee. However, administrators and supervisors shall require acceptable dress on the part of all employees. The guidelines are applicable to all full-time and part-time employees as well as substitute employees, student teachers, college interns, and aides. Food service, school nurses, maintenance, custodial, and transportation personnel are expected to dress according to the guidelines established by their supervisors.

There may be some special circumstances that permit the relaxation of the dress code. Employees shall dress appropriately for the activity of the moment. Some examples include, but are not limited to: physical education teachers when teaching the physical education portion of the curriculum, art or other teachers when working with messy materials, teachers when working in laboratory classes or shops with dangerous equipment or materials, and staff when participating in special events (e.g., field days and field trips).

The following are examples of inappropriate attire: Shorts, mini-skirts, mini-skorts, tops with thin straps unless covered by another top, tight fitting clothing, see-through or revealing clothing, unkempt or torn clothing, jeans, overalls, tee shirts, leggings, yoga pants, sweat pants and athletic clothing, rubber/plastic beach shoes/flip flops, and visible body piercing decorations other than the ears.

IDENTIFYING AND REPORTING CHILD ABUSE AND NEGLECT/REPORTING INFORMATION TO OUTSIDE AGENCIES

Every employee of Halifax County Public Schools who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia, Section 63.2-1509 et seq. shall immediately report the matter to

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- to the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the

report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Refer to Policy JHG of the Policy Manual for additional information.

RESTRAINT AND SECLUSION OF STUDENTS

Guidelines are outlined in Policy JM of the Policy Manual.

LICENSE/CERTIFICATION RENEWAL

The Virginia State Board of Education requires all professional personnel to update professional knowledge periodically. Every professional license is issued with a five-year renewal cycle. License holders are not required to take a college or university course to renew a Board of Education license. License holders will need to complete 180 professional development points and all other renewal requirements set forth in regulation and statute. Each license holder is responsible for knowing and satisfying license renewal requirements. Failure to renew a license makes an individual ineligible for employment. The Virginia Licensure Renewal Manual is accessible on the following Web site:

http://doe.virginia.gov/teaching/licensure/licensure_renewal_manual.pdf

PROVISIONAL LICENSE

The policy of the Board is to employ professional personnel who hold or are eligible to hold a clear initial or continuing license in the employment areas. In cases where the school system has requested a provisional license, it is the responsibility of the individual to satisfy the provisional requirements of that license within the timeframe established by Halifax County Public Schools and the Virginia Department of Public Instruction. Employees may contact Human Resource Services for additional information.

CHANGES IN EMPLOYMENT RECORDS

It is the employee's responsibility to advise Human Resources of name, address, and telephone number changes as well as additional educational degrees. Prompt notification will help maintain accurate employment records for pay, leave, salary verification and other purposes.

EMPLOYMENT OF PERSONNEL

All candidates for employment should apply for positions online at www.halifax.k12.va.us. The Superintendent will recommend and the Board will hire candidates for employment based on the following factors:

Application

Academic qualifications

State licensure

Record of student teaching experience (where applicable)

Record of experience, background information, performance, including references

Personal interviews

Criminal record check

Drug screening

Employment in classified positions shall be on a yearly basis. Persons employed in a position requiring State Board of Education license/certification will be given a contract. A probationary term of service of five years in the Halifax County School Division is required before a teacher is issued a continuing contract. Refer to Policy GCG of the Policy Manual for additional information.

EMPLOYMENT OF HOME BOUND INSTRUCTORS

All teachers interested in working with homebound students must receive written approval from their immediate supervisor.

PERFORMANCE IMPROVEMENT PLAN (PIP)

Employees on a Performance Improvement Plan (PIP) are not eligible for additional contracts and/or stipends.

TRANSFER REQUEST

Any employee seeking a transfer of assignment to another work location for the next school year must make a request in writing to Mrs. Valdivia T. Hall, Assistant Superintendent with copies to the current supervisor, no later than April 1. Refer to Policy GCI of the Policy Manual for additional information.

ADVERTISING VACANCIES

All vacancies occurring during the school year shall be posted on the school system website. A vacancy exists only after the Superintendent has completed lateral reassignments. All individuals interested in vacancies must apply online through the WinOcular system, including existing Halifax County Public School employees.

EMPLOYMENT OF RELATIVES

The school board may not employ or pay, and the superintendent may not recommend for employment any family member of the superintendent or of a school board member except as authorized by Policy GCCB of the Policy Manual.

PERSONNEL FILES

Personnel files are maintained in the Human Resources Department for all personnel who work for Halifax County Public Schools. All complaints, commendations and suggestions for correction or improvement relating to the employee must be placed in their file. The complaint, commendation or suggestion must be signed by the person who made it, and it may be placed in the employee's file only after a five-day notice to the employee. Any response by the employee to the complaint, commendation or suggestion must also be placed in his or her file.

Any employee wishing to review his/her personnel file should call the Human Resources Office to schedule an appointment; regrettably Human Resource Services cannot accommodate walk-ins.

Every employee may have access to his/her own personnel file except pre-employment data, during working hours, provided a 24-hour notice is given to Human Resources Department.

REDUCTION IN FORCE

The Board recognizes that circumstances may require the reduction in the number of persons employed by the school system because of district reorganization, decreased enrollment or discontinued funding. When circumstances require such a reduction in the work force, the Board follows the procedures set forth in Policy GCPA of the Policy Manual.

EMPLOYEE GRIEVANCES

The school system encourages equitable solutions at the most immediate possible level to problems between employees that may arise from time to time. An employee grievance is defined as the formal written claim by a Halifax County Public Schools employee or group of employees that there has been a violation, misapplication or misinterpretation of federal or state law, or regulation, or Halifax County Public Schools' policies. The grievance must be filed with the immediate supervisor. The complete grievance procedure is fully described in Board Policy GBMA.

RECOGNITION

A variety of employee awards programs to recognize outstanding service or achievement are conducted each year. Those include but are not limited to: Teacher of the Year and Staff Appreciation Awards. In addition, the school system provides service appreciation awards for employees who are retiring.

ANNUAL LEAVE (VACATION)

The Halifax County Public Schools provides annual leave (vacation) benefits for twelve-month employees. Vacation days begin to accumulate from the first day of employment, but may not be used during the school year in which they were earned. These days will be credited to the employee on July 1st following the year in which they were accumulated. Employees may request in writing to take vacation days they have earned prior to July 1st during their first year only. This request may be made to the Assistant Superintendent in Human Resources. Approved vacation days will be deducted from the accumulated vacation days credited on July 1st. Vacation leave, personal leave, sick leave, and pay will be prorated for anyone hired during the school year. Guidelines for annual leave (vacation) are outlined in Policy GCBJ of the Policy Manual.

PERSONAL LEAVE

The Halifax County Public Schools provides personal leave for all permanent employees. Guidelines for personal leave are outlined in Policy GCBI of the Policy Manual.

SICK LEAVE/FAMILY MEDICAL LEAVE

The Halifax County Public Schools provides sick leave for professional and certain classified employees. Guidelines for sick leave are outlined in Policy GCBF of the Policy Manual. Guidelines for Family Medical Leave (FMLA) are outlined in Policy GCBE.

SICK LEAVE BANK

The Halifax County Public Schools maintains a sick-leave bank that is administered by the superintendent of schools. Guidelines for participation in the sick-leave bank are outlined in Policy GCBG of the Policy Manual. Hybrid employees are excluded.

HEALTH INSURANCE

Health insurance coverage is provided for full-time permanent employees with dependent coverage available. The school system pays a portion of the premiums for employees only. Employees are responsible for being knowledgeable of their health benefits regulations. See Policy GCBCA of the Policy Manual for additional information. More detailed information can be obtained from the Finance Department-Payroll Office.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

An Employee Assistance Program (EAP) has been added to the health insurance plans to assist staff with a variety of individual issues. Employees can access the program via www.anthemep.com or (800) 346-5484.

TUITION ASSISTANCE GUIDELINES

Tuition Assistance will be provided at a rate of 60 percent for teachers in critical needs areas in science and math with stipulations of the completion of the program, a three-year commitment to Halifax County Public Schools, and garnishment of salary if the completion and commitment are not fulfilled.

For high need areas, such as speech therapist, occupational therapist, or physical therapist, an employee may request tuition assistance for a maximum of six credit hours per academic year if the courses are needed for the endorsement. In this case, tuition assistance will be paid at a rate of one hundred percent (100%); however, in the event the employee leaves the school division within three years after the completion of the course or program, the employee must repay the school division the total cost of tuition paid on his/her behalf. Tuition assistance guidelines are outlined in Policy GCL-R2 of the Policy Manual.

DENTAL/VISION INSURANCE

The system offers dental insurance for permanent, full-time employees with dependent coverage available. The school system pays a portion of the premiums for employees only. The system also offers vision insurance for permanent, full-time employees with dependent coverage available and pays the full premium. Employees may enroll for coverage during the first thirty (30) days following the hiring date. After that time, employees and/or dependents may enroll only during the annual enrollment period. More detailed information can be obtained from the Finance Department-Payroll Office.

FLEXIBLE BENEFITS PLAN

Halifax County Public Schools offers all full-time employees a comprehensive Flexible Benefits program. The Flexible Benefits program allows employees to pay for certain insurance premiums, childcare and unreimbursed medical expenses before taxes are taken out of the paycheck. Paying for these benefits in this method reduces the employee's taxes and increases take-home pay. The plan year extends from January 1 through December 31. Annual enrollment periods are held each year. More detailed information can be

obtained from the Finance Department-Payroll Office.

LIFE INSURANCE (Minnesota Life)

The system provides basic life insurance on professional and certain classified employees. Additional coverage may be purchased at minimal cost through Minnesota Life Insurance Company for employees and their family members. More detailed information is available in the VRS Employee Handbook or the VRS website www.varetire.org.

RETIREMENT

Professional and certain classified employees are covered by the Virginia Teachers and State Employees Retirement System. Contributions are made by both employees and employers. The employee's contributions of five (5) percent are paid with pre-tax dollars, thereby reducing current state and federal income taxes. More detailed information is available in the VRS Employee Handbook or the VRS website www.varetire.org.

SOCIAL SECURITY

School employees are members of the Federal Social Security System and contributions are made by both employees and employers. Social Security contributions are made up of two parts, Social Security and Medicare.

TAX-SHELTERED ANNUITIES 403(B)

Tax-sheltered annuities are available for interested employees. Employees are provided payroll deduction for the purchase for a tax-sheltered annuity from any vendor on the Board's approval list.

PAYROLL/BENEFITS INFORMATION

The Payroll Office is responsible for paying all employees. Employees are paid via direct deposit. At the time of employment, employees are required to fill out forms for direct deposit, federal and state tax withholding, beneficiary, and health insurance elections if eligible. Employees may submit changes to their direct deposit account and tax withholdings at any time. More detailed information can be obtained from the Finance Department-Payroll Office.

OPTIONAL PAYROLL DEDUCTIONS

Approved optional payroll deductions include cancer insurance, professional educational association dues, credit unions, disability/replacement income, and hospital indemnity/surgical insurance.

EQUAL EMPLOYMENT OPPORTUNITY/ NON-DISCRIMINATION

I. Policy Statement

The Halifax County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Halifax County School Board provides facilities, programs, and activities that are accessible, usable, and available to qualified disabled persons. Further, the Halifax County School Board does not discriminate against qualified disabled persons in the provision of health, welfare, and other social services.

The statement "Halifax County School Board is an equal opportunity employer" is placed on all employment application forms.

II. Notice of Policy/Prevention

This policy is: (1) posted in prominent areas of each school division building, (2) included in employee handbooks, and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination is included in employee in-service training.

III. Complaint Procedure

A. File Report.

Any person who believes he has not received equal employment opportunities should report the alleged discrimination to one of the compliance officers designated in this policy. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall report such conduct to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Discrimination, GB-F to make complaints of discrimination. However, oral reports and other written reports will also be accepted. The complaint must be filed with one of the compliance officers designated in this policy. Any complaint that involves the compliance officer shall be reported to the superintendent.

The complaint and the identity of the complainant and the person or persons allegedly responsible for the discrimination will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. A complainant who wishes to remain anonymous will be advised that anonymity may limit the school division's ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged discrimination, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer will acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the superintendent. If the compliance officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the superintendent will be notified of the reason for the extended investigation and the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person(s) alleged to have violated the policy and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person(s) responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint alleges the superintendent has violated this policy, then the report shall be sent to the school board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent

Within 5 school days of receiving the compliance officer's report, the superintendent or superintendent's designee shall issue a written decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken.

If the complaint alleges that the superintendent has violated this policy, the school board's standing Equal Employment Opportunity/Non-Discrimination Committee shall make the decision and determine what action should be taken. If the school board does not have such a standing committee, at its next scheduled meeting it shall appoint a committee consisting of three of its members to handle the matter. The committee shall issue a written decision within 14 calendar days of the time the school board receives the compliance officer's report or the time a committee is appointed, if there is no standing committee. The written decision shall state (1) whether this policy was violated and (2) what action, if any, should be taken.

The written decision must be mailed to or personally delivered to the complainant within five calendar days of the issuance of the decision. If the superintendent or superintendent's designee or committee concludes that prohibited discrimination occurred, the Halifax County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including dismissal.

D. Appeal

If the superintendent, superintendent's designee or committee determines that no prohibited discrimination occurred, the person who was allegedly subjected to discrimination may appeal this finding to the school board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent or with a member of the committee which issued the written decision, who shall forward the record to the school board. The school board shall make a decision within 30 calendar days of receiving the record. The school board may ask for oral or written argument from the aggrieved party and the superintendent, superintendent's designee or the committee, whichever issued the written decision, and any other individual the school board deems relevant. Written notice of the school board's decision will be given to the complainant.

Employees may choose to pursue their complaints arising under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

E. Compliance Officer and Alternate Compliance Officer

The Halifax County School Board has designated Valdivia T. Hall, Assistant Superintendent, 1030 Mary Bethune Street, Halifax, Virginia, 24558, (434) 476-3130, vhall@halifax.k12.va.us as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer Robert Owens, Director of Student Services/Accountability, 1030 Mary Bethune Street, Halifax, Virginia, 24558, (434) 476-3133, fowens@halifax.k12.va.us. The Compliance Officer shall:

- receive reports or complaints of discrimination;
- conduct and oversee the investigation of any alleged discrimination;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy; and
- ensure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal employment opportunity, including the authority to protect the alleged victim and others during the investigation.

IV. Retaliation

Retaliation against employees who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

I. Prevention and Notice of Policy

Training to prevent discrimination is included in employee orientations and in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to school personnel, and (2) included in employee handbooks. All employees are notified annually of the names and contact information of the Compliance Officers.

VII False Charges

Employees who knowingly make false charges of discrimination shall be subject to disciplinary action.

Adopted: November 11, 2002; Revised April 11, 2005; Revised June 13, 2005; Revised November 12, 2012; Revised March 11, 2013; Revised July 13, 2015

Legal Refs.: 20 U.S.C. § 1681 et seq.
29 U.S.C. § 701.
42 U.S.C. §§ 6101 et seq., 2000e-2 et seq., 2000ff-1(a), and 12101 et seq.

Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3902.

Cross Refs:	AC	Nondiscrimination
	AD	Educational Philosophy
	BCE	School Board Committees
	GB-F	Report of Discrimination
	GBA/JFHA	Prohibition Against Harassment and Retaliation
	GBM	Professional Staff Grievances
	GBMA	Support Staff Grievances
	GCPD	Professional Staff Discipline
	JB	Equal Educational Opportunities/Nondiscrimination
	KKA	Service Animals in Public Schools

REPORT OF DISCRIMINATION

Name of Complainant: _____

For Employees, Position: _____

For Applicants, Position Applied For: _____

Address, Phone Number: _____
and Email Address

Date(s) of Alleged Discrimination: _____

Name of person(s) you believe discriminated against you or others: _____

Please describe in detail the incident(s) of alleged discrimination, including where and when the incident(s) occurred. Please name any witnesses that may have observed the incident(s). Please include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant

Date

Complaint Received By:

Compliance Officer

Date

PROHIBITION AGAINST HARASSMENT AND RETALIATION

I. Policy Statement

The Halifax County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the board prohibits harassment against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Halifax County School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

The school division

- promptly investigate all complaints, written or verbal, of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity;
- promptly take appropriate action to stop any harassment
- takes appropriate action against any student or school personnel who violates this policy and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct, or communication, which may include use of cell phones or the internet, of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;

- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e., the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact.
- unwelcome ongoing or repeated sexual flirtation or propositions or remarks.
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- graphic comments about an individual's body.
- sexual jokes, notes, stories, drawings, gestures or pictures.
- spreading sexual rumors.
- touching an individual's body or clothes in a sexual way.
- displaying sexual objects, pictures, cartoons or posters.
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct:

- (i) creates an intimidating, hostile or offensive working or educational environment;
- (ii) substantially or unreasonably interferes with an individual's work or education; or
- (iii) otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language.
- name calling, jokes or rumors.

- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion.
- hostile acts which are based on another's race, national origin, religion or disability.
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion.

C. Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, or perceived sexual orientation or gender identity.

III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to one of the compliance officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in the policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

The reporting party should use the form Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the compliance officer or principal shall be reported to the superintendent.

The complaint and identity of the complainant and alleged harasser will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the school division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also, upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be conducted. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG, Child Abuse and Neglect Reporting.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigator will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e., whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the school board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within 5 school days of receiving the compliance officer's report, the superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the superintendent or superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Halifax County school division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the superintendent or superintendent's designee determines that prohibited harassment occurred, the superintendent or superintendent's designee may determine that school-wide or division-wide training be conducted or that the complainant receive counseling.

4. Appeal

If the superintendent or superintendent's designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the school board. The school board shall make a decision within 30 calendar days of receiving the record. The school board may ask for oral or written argument from the aggrieved party, the superintendent and any other individual the school board deems relevant. Written notice of the school board's decision will be given to both the alleged harasser and the person allegedly harassed.

If the superintendent or superintendent's designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

5. Compliance Officer and Alternate Compliance Officer

The Halifax County School Board has designated Valdivia T. Hall, Assistant Superintendent, 1030 Mary Bethune Street, Halifax, VA 24558, (434) 476-3130, vhall@halifax.k12.va.us as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer, Robert Owens, Director of Student Services/Accountability, 1030 Mary Bethune Street, Halifax, VA 24558, (434) 476-3133, fowens@halifax.k12.va.us.

The Compliance Officer shall:

- receive reports or complaints of harassment;
- conduct or oversee the investigation of any alleged harassment;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy; and
- ensure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, and has the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

If the complainant and the person accused of harassment agree, the student's principal or principal's designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or principal's designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Compliance Officer will inform persons who make complaints, and who participate in investigations, of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the compliance officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted: November 11, 2002; Revised July 11, 2011; Revised November 12, 2012;
Revised March 11, 2013; Revised July 13, 2015

Legal Refs: 20 U.S.C. §§ 1681-1688.
29 U.S.C. § 794.

42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 2000e-2000e-17.
42 U.S.C. §§ 2000ff-1.

34 C.F.R. 106.9.

Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902.

Cross Refs:	AC	Nondiscrimination
	AD	Educational Philosophy
	GB	Equal Employment Opportunity/Non-Discrimination
	GBA-F/JFHA-F	Report of Harassment
	GBM	Professional Staff Grievances
	GBMA	Support Staff Grievances
	JB	Equal Educational Opportunities/Non-Discrimination
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct
	CGPD	Professional Staff Discipline
	JHG	Child Abuse and Neglect Reporting
	KKA	Service Animals in Public Schools

REPORT OF HARASSMENT

Name of Complainant: _____

For Students, School Attending: _____

For Employees, Position and Location: _____

Address, Phone Number and Email Address: _____

Date(s) of Alleged Incident(s) of Harassment: _____

Name of person(s) you believe harassed you or others: _____

If the alleged harassment was toward another, please identify that person: _____

Please describe in detail the incident(s) of alleged harassment, including where and when the incident(s) occurred. Please note any witnesses that may have observed the incident(s). Please include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge:

Signature of Complainant Date

Complaint Received
By: _____
(Principal or Compliance Officer) Date

TOBACCO-FREE SCHOOLS

Effective July 1, 2013, smoking, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property.

For purposes of this policy,

1. "School property" means:
 - a. All portions of any building or other structure and the land thereon owned by the Halifax County School Board which is used for instruction, administration, support services, maintenance or storage.
 - b. Any facility or portion of such facility and the land thereon owned or leased or contracted for the Halifax County School Board and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services;
 - c. All vehicles used by the division for transporting students, staff, visitors or other persons.
 - d. All outdoor athletic facilities.
2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.
3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

This policy shall be published in student and employee handbooks, posted on bulletin boards and announced in meetings.

Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Electronic Cigarettes

Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities.

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.

Adopted: December 9, 2002; Revised June 9, 2003; Revised July 14, 2008
Revised September 8, 2008; Revised July 13, 2009; Revised April 8, 2013;
Revised July 14, 2014

Legal Refs.: 20 U.S.C. sections 6083, 7183.

Code of Virginia, 1950, as amended, § 15.2-2820, 15.2-2824, 15.2-2825,
15.2-2827, 22.1-79.5, 22.1-279.6.

Cross Ref.:	CLA	Reporting Acts of Violence and Substance Abuse
	GBEC	Tobacco-Free Schools
	GBECA	Electronic Cigarettes
	JFC-R	Standard of Student Conduct
	KG	Community Use of School Facilities
	KGC	Use of Tobacco and Electronic Cigarettes on School
	Premises	

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor Wage and Hour Division



WHD Publication 1420 · Revised February 2013